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UNITED STATES DEPARTMENT OF AGRICULTURE  
Agricultural Marketing Service  
Washington 25, D. C.

AMS INSTRUCTION No. 262-4

ACTION BY: All Field Offices

Book Accountability and Inventory - Field

I PURPOSE

This Instruction assigns responsibilities and establishes procedures for (1) the accountability, and inventory of books and (2) obtaining "Indefinite Loans" of books from the Library. This Instruction is applicable to all field offices including Beltsville, Maryland.

II DEFINITIONS

For the purpose of this Instruction, books shall be considered in their narrowest meaning. Newspapers, maps, pamphlets, periodicals, or other similar publications are not to be considered as books.

A Expendable. Expendable books are those which are issued periodically and furnished as a part of a general distribution to various offices, or books costing \$5.00 or less (estimate value if cost is unknown). Examples of expendable books are: Agricultural Yearbooks; atlases; catalogs; Code of Federal Regulations; Decisions of the Comptroller General; desk type dictionaries; Congressional, organization, telephone, and trade directories; Government manuals; Laws applicable to USDA; postal guides; and United States Codes.

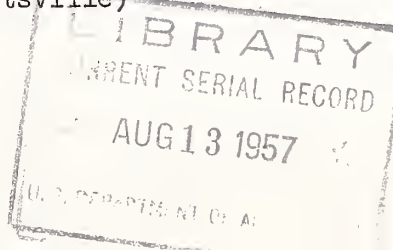
B Nonexpendable. Nonexpendable books are those which are permanent bound (cloth or hard cover) not included under expendable and costing or valued at more than \$5.00. Unabridged dictionaries and books borrowed on indefinite loan from the USDA Library are included in the nonexpendable classification.

C Indefinite Loans. Indefinite Loans are those books which have been obtained from the USDA Library for official use for an indefinite period.

D Privately Owned. Privately owned books are the personal property of an employee kept in the office for reference purposes only. They are not

DISTRIBUTION: A,D,M4,(O,R,S Field & Beltsville)

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to be included on the physical inventory reports or other official documents. It is suggested that such books be clearly identified as private property.

E Bookplate. This is a paper label to be pasted on the inside front cover of all nonexpendable books. It indicates ownership by the USDA Library. In view of past procedures it is probable that some books now considered expendable in Paragraph A above will have bookplates and numbers. In such cases mark an X across the bookplate.

F Book Number. This is the identifying accountability number assigned to each nonexpendable book. The number appears on the face of the bookplate and also at the top of the page following the title page.

### III RESPONSIBILITIES

A Accountable Property Officers. The officer in charge of each field office is the accountable property officer for the purpose of this Instruction and is responsible for (1) control and assignment of all books charged to or obtained by his office, including reasonable safeguarding, (2) taking or supervising the taking of the annual physical inventory of nonexpendable books, and (3) prompt reporting of excess, lost, stolen, damaged, or destroyed books to the Area Administrative (AA) Division.

B Employees. Each employee is responsible for (1) proper use and safeguarding of books assigned to him, and (2) reporting to his accountable property officer any book which becomes excess to his needs, lost, stolen, damaged, or destroyed.

C Area Administrative Divisions. The AA Divisions shall be responsible for establishing and maintaining accountability records for nonexpendable books assigned to field offices within their respective areas.

### IV EXPENDABLE BOOKS

Except for the following named items, all expendable books in excess of the needs of an office shall be reported promptly to the AA Division, by memorandum, (original only) indicating the title, author, edition or publication date, volume number, and condition of each book. The following items may be disposed of as wastepaper without reference to the AA Division; desk type dictionaries not in good usable condition; atlases; catalogs; Congressional, organization, telephone, and trade directories and postal guides.

## V NONEXPENDABLE BOOKS

A Ownership of Books. All AMS books, regardless of the funds from which purchased or the method of acquisition, are the property of the USDA Library.

B Identification. Each nonexpendable book will be identified by a bookplate containing a book number. The bookplate will be furnished by the AA Division to the accountable property officer at the time the book is purchased or otherwise obtained. The accountable property officer, upon receipt of the book, shall affix the bookplate on the inside of the front cover and record the book number in ink on the top of the page following the title page. In order to facilitate inventories and to avoid questions in the future, it is suggested that all nonexpendable books and books on Indefinite Loan be identified with an N (in ink, crayon, or similar marking material) on the outside of the book spine (back strip).

C Inventory. The accountable property officer shall make an actual physical inventory of nonexpendable books in his office as of September 15 each year in the following manner:

1 Preparation and Submission. The inventory shall be listed on Form AD-113 and 113a, Physical Inventory Report, prepared in an original and two copies. The original and one copy shall be forwarded to the appropriate AA Division as soon after September 15 as possible but not later than October 15 each year. One copy shall be held in a pending file until receipt of an approved copy which shall be returned to the accountable property officer by the AA Division after audit and any reconciliations or adjustments in the property records have been made. Upon receipt of the approved copy the pending copy may be destroyed.

2 Listing on Form AD-113. The book number, title, and author of each book shall be listed numerically by book number. If there are any nonexpendable books on hand not having book numbers, they shall be listed with a notation that book numbers are needed. Such needed numbers shall be furnished by the AA Division with the approved copy of the inventory. Books on Indefinite Loan from the USDA Library shall also be listed on the inventory and identified by an asterisk immediately preceding the book number.

3 Certification. The inventory shall contain the following certification over the signature of the accountable property officer:

"I certify that all books not needed to carry out the assigned duties and functions of this office have been reported as excess".



(v)

D Accountability Records. The accountable property officer shall retain the approved copy of the AD-113 for record purposes. This copy shall be kept current either (1) by filing with it copies of memorandums or other documents covering acquisitions, dispositions or transfers, or (2) by posting the inventory report as to acquisition, dispositions and transfers with citation to the memorandums or other documents pertinent to the transaction.

E Excess. Any nonexpendable books becoming excess to field offices are to be reported by memorandum (original only) to the AA Division for disposal instructions. The memorandum report should include the book number, title, name of author, edition, volume number, and condition of each book.

F Transfers. Transfers of nonexpendable books (except "Indefinite Loans") are permitted if transferred within AMS. Such a transfer shall be reported by the transferring office by memorandum in original and one copy to the AA Division for accountability record purposes. The memorandum report shall include the name of the officer in charge, division, branch, and location of the receiving office as well as the book number and title of each book transferred. A copy of the memorandum should also be forwarded with the books to the receiving office.

G Lost, Stolen, or Destroyed. Nonexpendable books which have become lost, stolen, or destroyed shall be reported by memorandum to the AA Division for adjustment of the accountability records. The memorandum report shall include the book number and title of each book as well as a general explanation as to how the loss, theft, or destruction occurred.

## VI INDEFINITE LOANS

A How Obtained. Field offices shall request an indefinite loan of a library book by submitting a memorandum in an original and one copy to the AA Division. The memorandum should contain a complete description of the book desired and the reason for the need. (For personal loans from the Library or its branches see AMS Instruction No. 114-1.)

B Accountability. The officer in charge of a field office is accountable for books on "Indefinite Loan" from the USDA Library and shall include them on his physical inventory (See Section V C). These books are identified "Indefinite Loan - Subject to Immediate Recall." appearing on the bookplate.

C Recalls. When "Indefinite Loan" books are recalled by the Library they shall be forwarded within 24 hours to the AA Division for adjustment of records and return to the Library. Failure to promptly return books on loan may result in the withdrawal of future loan privileges to the office involved.

## (VI)

D Excess. When "Indefinite Loan" books are no longer needed by a field office, they shall be forwarded to the AA Division for return to the USDA Library.

E Lost, Stolen, Damaged or Destroyed. "Indefinite Loan" books which have become lost, stolen, damaged or destroyed shall be reported promptly by memorandum to the AA Division. The memorandum shall include the book number and title, and a detailed explanation of circumstances relative to the loss, theft, damage or destruction. The Library may require replacement of "Indefinite Loan" books which are lost, stolen, damaged or destroyed.

## VII GIFTS

It is the policy of AMS to accept only outright gifts of books. When such gifts are offered full details of the proposal shall be forwarded to the AA Division for information as to what further action is to be taken.

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